

OFFICE OF THE DISTRICT & SESSIONS JUDGE :::::::::: KOKRAJHAR

Email: dj-kokrajhar@nic.in Website: <https://kokrajhar.dcourts.gov.in>

ADVERTISEMENT

Dated 11th August, 2026

Applications are hereby invited from the intending candidates of the state of Assam to fill up the vacant post of **Head Administrative Officer** (formerly designated as Head Assistant) in the Establishment of the undersigned in the pay scale of Rs.30,000/- to Rs.1,10,000/- with Grade Pay Rs.13,900/- per month as per R.O.P. Rules, 2017 having the following requisite conditions:

- (i) The candidates must have served as Junior Administrative Officer or a Junior Administrative Officer of Civil Judge (Jr.) Division or a Administrative Officer of Civil Judge (Sr.) Division or Senior Administrative Assistant continuously for 3 (three) years in the District & Sessions Judges Establishment as per rule 6 (2) of The Assam District & Sessions Judges Establishment (Ministerial) Service Rules, 1987.
- (ii) The candidates must submit their applications in the Standard Form of Application as published in the Assam Gazette in Part IX and must affix two (2) copies of recent passport-size coloured photographs, along with self-attested copies of all testimonials, copy of updated service book and photocopies of the ACRs for the last three (3) years duly certified by the competent authority, through proper channel. Applicant should provide their e-mail id, if available, and their mobile number in their application.
- (iii) The duly filled-in applications should reach the Office of the undersigned on or before 25th August, 2026 by 5:00 P.M., either by hand or by post. Applications received after the prescribed date and time, as well as incomplete applications, shall be summarily rejected.
- (iv) The candidates shall have to appear before the Selection Board for interview at their own expense, as and when called for.
- (v) The interview shall be conducted for a total of 50 (fifty) marks.

(vi) The date of interview shall be intimated through the official website of the District & Sessions Judge Establishment, Kokrajhar, at <https://kokrajhar.dcourts.gov.in>, in due course. No individual call letter shall be issued.

Sd/- A.K. Basfor

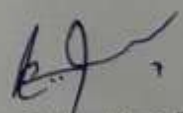
District & Sessions Judge
Kokrajhar

Memo No. DJK. 1521-24 Kokrajhar the

11-8-/2026

Copy forwarded for information to :-

1. The District & Sessions Judge,
Kamrup (M)/Kamrup / Morigaon / Nagaon / Jorhat / Golaghat / Sivasagar /
Dibrugarh / Tinsukia/ Dhemaji / Lakhimpur / Sonitpur/ Hojai / Charaideo /
Udalguri / Darrang / Nalbari / Barpeta Bongaigaon / Kokrajhar/ Dhubri / Goalpara /
Cachar /chirang/ Karimganj / Baksa / Karbi Anglong / South Salmara-Mankachar /
Dima Hasao / Bajali / Biswanath / Majuli / West Karbi Anglong, Assam, with a
request to circulate the advertisement amongst the staff.
- ✓ 2. The Systems Assistant, Kokrajhar District Judiciary, Kokrajhar.
(She is directed to upload the advertisement in the Official website as well as to
forward the advertisement via email to all the District & Sessions Judges
Establishment of Assam.)
3. Notice Board of the undersigned.
4. Office file.


Chariman Selection Board

-cum -

District & Sessions Judge,
District & Sessions Judge,
Kokrajhar